

## Cyprus Tax Alert

Limassol, 16<sup>th</sup> January 2025

### REGISTRATION OF EMPLOYEES TO ERGANI

On the 20th of December 2024, the Minister of Labour and Social Insurance Services issued and published in the Government's Official Gazette Decree ΚΔΠ 455/2024, in which it is stated that all employers in Cyprus are obligated to register the Essential Terms of Employment of all their employees in the "ERGANI" Information System from 2 January 2025 to 28 February 2025.

The essential Terms of Employment to be registered in "Ergani" are the following:

1. Employer's details;
2. In case of a retail business, the type of business;
3. Employee's details;
4. Employer's seat;
5. Place of work under the employment contract and place of work at registration;
6. Employee's job description and specialisation;
7. Date of commencement of employment;
8. In case of fixed-term contract, the employment ending date;
9. In case of temporary employment agencies, the details of the indirect employer;
10. Terms and duration of probationary period;
11. Length of annual leave and method of payment;
12. Remuneration / emoluments, frequency of payment (daily/ weekly/ monthly/ hourly);
13. Duration of the standard working day/week;
14. Reference in case the working time schedule is unpredictable;
15. Other benefits/allowances, commissions, cost of leaving allowance etc.

Further clarifications on the above requirements are expected to be announced by the relevant authorities.

In case of any further clarification please do not hesitate to contact us.

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